

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						See Above	
1. TITLE OF REPORT (if a fill-in report include Form No.) Lapsed Appropriations, "M" Report						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input checked="" type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)				
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually				6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form computer print-out, etc.) Memorandum	8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Office of Finance Notice 8-70				
10. PREPARING COMPONENT (include lowest level contributing information to report) Budget and Fiscal Branch, EO/OL			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 2 Feeder Reports: 1. Lapsing Year Obligation Status Report 2. "M" Obligation Status Report				
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-09	5.54		3.00		16.62		16.62
GS-09	5.86		120.00		703.20		703.20
GS-07	4.80		.50		2.40		2.40
GS-05	3.46		80.00		276.80		276.80
Review							
GS-14	10.39		.50		5.20		5.20
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$1,004.22	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report, consolidated with reports received from other Agency components, contains the information necessary to determine the total dollar value of unliquidated obligations applicable to lapsed appropriations. Based on the information provided by OL and all other Agency components, the Office of Finance adjusts Agency appropriations in accordance with prescribed governmental procedures.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) The Office of Finance determines reporting requirements						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY 17 Sept. 1970						18. EXTENSION ---	
17. NAME Chief/B&FB/EO/OL						25X1	